

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PAYROLL ADMINISTRATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **05/24/96**

Date Revised: **02/12/97**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **17**

DISTINGUISHING FEATURES OF THE CLASS: The occupant of this position will be in charge of providing county employees with accurate payroll checks which reflect proper deductions as may be required by law or requested by the individual employee. Also acts as a liaison between county employees and the New York State Retirement System and the county's designated health insurance carrier by providing claim forms and some assistance such as telephone numbers of appropriate offices, etc. Works in cooperation with the Data Processing Department, which is the actual body that maintains the computerized records and performs the payroll functions. Distributes blank claim forms, issues benefit booklets, updates enrollment records, and refers problems to the actual plan administrators for clarification and solution. There is no supervision of other payroll department employees, since this is a one-person division of the Treasurer's Office. However there would be some nominal supervision of the remaining staff of the Treasurer's Office only in the absence of the County Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receive and process payroll information and vouchers from County Departments;

Perform entry of the Treasurer's Office portion of all payroll information into the computer system;

Run final payroll and print checks after all data is verified;

Sort and distribute payroll checks;

Oversee all payroll deductions and submissions;

Prepare and submit all required payroll reports;

Prepare and distribute annual W-2 forms;

Administer record-keeping for employee leave time;

Provide data on prior employees to Unemployment Insurance Agency;

Provide required data on employees to the Worker's Compensation Board;

Submit reports to the Department of Labor;

Assist employees in accessing benefits provided by the county's health insurance provider by providing claim forms, etc.;

Verify accuracy of insurance premium deductions from employee payroll;

Administer retiree health insurance contributions and Medicare credits;

Inform employees with information about health insurance coverage;

Provide general information to employees about the New York State Retirement System and provide blank forms for their use.

Keep the Retirement System informed of all employee changes;

Act as signatory on bank signature cards;

Act as Office Manager, maintaining equipment, reviewing leases, ordering supplies, etc.;

Assist County Treasurer in preparation and performance of the annual public auction of tax delinquent properties;

Assist County Treasurer in preparation of payroll data during the annual budget approval process.

Last Reviewed: n/a

Last Updated: 02/12/97

Reviewed By: n/a

Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PAYROLL ADMINISTRATOR**

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge about employee benefits under retirement systems and health insurance plans; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory speed; ability to write legibly; clerical aptitude; mental alertness; tact; courtesy.

MINIMUM QUALIFICATIONS:

- (A) Associate's degree in Finance or a closely related field, and two (2) years of experience involving the maintenance of financial records or accounts or performing payroll functions;
OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience involving the maintenance of financial records or accounts or performing payroll functions; **OR**
- (C) An equivalent combination of training and experience as outlined by (A) or (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.